


**Federal Aviation Administration
Southern Region**

***Runway Safety Summit
Summary and Action Plan
June 2000***


**Carolyn Blum
Regional Administrator**

Introduction – Executive Summary

On May 31 and June 1, 2000, FAA Southern Region hosted the Regional Runway Safety Summit. There were 112 selected attendees from all areas of aviation. In addition to representatives from Southern Region's Air Traffic, Airports, and Flight Standards Divisions, as well as regional and local union representatives, the participants included: State Aviation Directors, Airport Managers, Air Carrier, General Aviation, and Corporate Pilots, Certified Flight Instructors, Mechanics, the Aircraft Owners and Pilots Association (AOPA), the Air Transport Association (ATA), the Air Line Pilots Association (ALPA), the Professional Aircraft Mechanics Association (PAMA), the Experimental Aircraft Association (EAA), representatives from Flight Training Schools, Air Carriers' Directors of Safety, Operations, and Maintenance, the National Transportation Safety Board, and the U.S. DOT Office of the Inspector General. The workshop teams were carefully planned to include a valuable and diverse mix of these participants.

The overall goal of Southern Region's Summit was to identify specific weaknesses which lead to runway incursions, and develop solutions to correct them. Some of these issues can only be corrected through changes at a national level. However, the workshop teams also identified local initiatives in which the aviation industry can partner with FAA and bring about effective results.

The Southern Region Summit clearly met the FAA Administrator's objectives. Implementing the plan will enhance safety not only in Southern Region but also in the aviation system as a whole. These positive outcomes are directly linked to the full participation and commitment of the Summit attendees – the true leaders of the aviation industry.

RUNWAY SAFETY ACTION PLAN **FAA – SOUTHERN REGION** **JUNE 2000**

I. NEW INITIATIVES.

CONTROL NUMBER.	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE/ REGIONAL POC
GENERAL AVIATION INITIATIVES					
ASO-00-01	Request Certified Flight Instructors to include Runway Incursion training (including familiarization with airport markings/signage, situational awareness, ATC procedures) in GA pilot initial certification/recurrent training. (Training/Awareness/Education)	Memo to CFI's issued	7/1/00	Mailing to CFI's completed 7/15/00. Completed.	Flt. Standards Jim Toombs 404-305-6004
		Conduct Periodic Surveillance of CFI's/Student Pilots	9/1/00-Ongoing	Memo from AFS-200 completed and distributed to Inspectors 8/29/00.	Flt. Standards Jim Toombs 404-305-6004
AIR CARRIER INITIATIVES					
ASO-00-02	Follow up on certificated operators' commitment to reemphasize runway incursion awareness information in initial/recurrent pilot training. Encourage these operators to share this information with other aviation entities. (Training/Awareness/Education)	Feedback from AirTran, UPS, FedEx, and Magic Aviation	12/31/00	Letter to be issued by 9/22/00 requesting feedback from Summit participants that committed to this Action Item. Letter issued 10-6-00.	Southern Region Runway Incursion Action Team Jim Spaulding 404-305-6014
ASO-00-03	Follow up on certificated operators' commitments to review curricula for emphasis on crew member cross confirmation of ATC ground movement clearances (i.e. cross runway/hold short of runway/taxi into position and hold clearances). Encourage these operators to share this information with other aviation entities. (Pilot/Controller Communications)	Feedback from AirTran, UPS, ComAir, FedEx, and Magic Aviation	12/31/00	Letter to be issued by 9/22/00 requesting feedback from Summit participants that committed to this Action Item.	Southern Region Runway Incursion Action Team Mack Alexander 404-305-5556
ASO-00-04	Elevate the importance of runway incursion prevention in taxi-qualified mechanic training. (Training/Awareness/Education)	Feedback from FAA Principal Maintenance Inspectors (PMI's)	7/1/00-Ongoing	Memo from AFS-200 completed and distributed to Inspectors 8/29/00.	Flt. Standards Jim Spaulding 404-305-6014

I. NEW INITIATIVES (CONT'D)

CONTROL NUMBER.	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE/ REGIONAL POC
<i>AIRPORTS INITIATIVES</i>					
ASO-00-05	Follow up with Airport Owner's commitments to form local working groups to review airport layout, signage, marking, and lighting with emphasis on runway incursion deterrence. (Airfield Marking/Signage and Lighting)	Feedback from ATL, FLL, FXE, BHM, HSV, and MCO	10/31/00	Follow-up to 4/02/00 CertAlert sent to airports on 7/31/00. <u>Completed.</u>	Airports Trish Chasse 404-305-6716
ASO-00-06	Form an airport managers' committee to develop standardized airfield ground movement training to be shared with all Southern Region airports, with special emphasis on vehicle operator/air traffic control phraseology. (Training/Awareness/Education)	Product developed by FLL, BHM, and MCO Committee. (Amended to include only MCO and FLL)	06/30/01	Pending; notification made to 2 original volunteer airports that would be the test program.	Airports Trish Chasse 404-305-6716
ASO-00-07	Initiate a test program to raise general aviation pilot awareness of local airport factors relating to runway incursions. (Training/Awareness/Education)	On-site assessment of programs developed at FLL and PDK	1/15/01	Pending.	Airports Trish Chasse 404-305-6716
<i>RUNWAY INCURSION ACTION TEAM INITIATIVES</i>					
ASO-00-08	Develop (and revise biennially) Southern Region Runway Safety Program training materials as well as a centralized process to disseminate these materials. (Training/Awareness/Education)	Product development	6/15/01	Underway – partial collection targeted for 1/02/01.	Southern Region Runway Incursion Action Team Anna Cohen Lead 404-305-5558
ASO-00-09	Establish a systems approach within flight standards division to identify, track, and analyze the causal factors contributing to pilot deviations classified as runway incursions, in order to appropriately target corrective actions. (Training/Awareness/Education)	Establishment of the system and its application	09/01/00	System established 7/15/00. <u>Completed.</u>	Flight Standards, Dick Buzinski 404-305-6098

I. NEW INITIATIVES (CONT'D)

CONTROL NUMBER.	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE/ REGIONAL POC
<i>RUNWAY INCURSION ACTION TEAM INITIATIVES</i>					
ASO-00-10	Develop a process to centrally collect and analyze Southern Region runway incursion data, to better identify causal factors and more effectively target resources. (Training/Awareness/Education)	Process development	12/15/00	System/process established 7/15/00. <u>Completed</u> – under continuous improvement review.pending guidance from HQs.	Southern Region Runway Incursion Action Team Anna Cohen, Lead 404-305-5558
ASO-00-11	Determine the feasibility of a one-day seminar focusing on surface movement operations for Southern Region Airport operators. (Training/Awareness/Education)	Development of seminar	06/05/01	Regional Runway Safety Program Manager will analyze feasibility and develop a timeline for appropriate location site.	Southern Region Runway Incursion Action Team Anna Cohen 404-305-5558
ASO-00-12	Each flight standards district office safety program manager will conduct one vehicle operations safety initiative each fiscal year at each towered airport for hospitality industry employers/employees (hotel, taxi and rental car). (Training/Awareness/Education)	Seminar complete	09/30/01	Annual plan emphasizing initiatives completed 8/15/00. Initiatives still to be completed.	Southern Region Runway Incursion Action Team Jim Toombs, 404-305-6004
ASO-00-13	Develop a Southern Region Runway Safety Program Web-Site that would provide a central resource for runway incursion data and any other runway safety related information. (Training/Awareness/Education)	Establishment of web-site	1/15/01	Beta Testing under way and being updated continuously by Mgmt. Systems.	Southern Region Runway Incursion Action Team Anna Cohen 404-305-5558

I. NEW INITIATIVES (CONT'D)

CONTROL NUMBER.	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE/ REGIONAL POC
<i>AIR TRAFFIC INITIATIVES</i>					
ASO-00-14	Partner with National Air Traffic Controller's Association to publish an article for Air Traffic Controllers communicating the issues identified at the Southern Region Runway Safety Summit held in Atlanta, GA., May 31-June 1, 2000. (Training/Awareness/Education)	Article Published	10/31/00 (Date extended to 01/01/01)	Pending.	Air Traffic Dan Cilli 404-305-5576
ASO-00-15	Develop a joint Southern Region Flight Standards / Air Traffic policy statement requiring user meetings emphasizing airport surface movement operations procedures. This policy statement will require at least one meeting per Fiscal Year at each Southern Region airport with an Airport Traffic Control Tower. (Training/Awareness/Education)	Policy Statement Issued	09/30/00	Policy statement issued 8/23/00. <u>Completed.</u>	Air Traffic Tom Denny 404-305-5576
		All meetings conducted	9/30/01	Pending completion of meetings.	Flight Standards Jim Toombs 404-305-6004

II. CURRENT INITIATIVES.

CONTROL NUMBER.	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE
<i>SOUTHERN REGION UNIQUE INITIATIVES</i>					
ASO-00-16*	Conduct Special Air Traffic Operational Assessments, emphasizing runway safety, at forty-three (43) Southern Region Air Traffic Control Towers. (Airport Operations)	Assessments completed	Ongoing	Assessments completed at forty-eight (48) Air Traffic Control Towers as of 9/20/00.	Air Traffic
ASO-00-17*	Conduct Runway Safety Program seminars in Southern Region. (Training/Awareness/Education)	Seminars completed in each Flight Standards District Office's geographical area.	Ongoing- To be distributed by 11/15/00	Funding breakdown - \$20K travel, \$16 K flyers; seminars continuous & ongoing.	Flight Standards
ASO-00-18*	Develop interactive training program on airfield signage, marking, and lighting. (Training/Awareness/Education)	Interactive CD developed by ASO Airports Division and available for use on ATP-20 Web Site	10/15/99	Completed.	Airports
ASO-00-19*	Establish a Regional Runway Safety Program Manager position to oversee and act as a focal point for all runway safety activities for Southern Region. (Procedural Changes)	Position/Program Established	10/30/00	New position created and personnel in place.	Southern Region Runway Incursion Action Team
ASO-00-20*	Regional Administrator conducts on-site visits to selected Southern Region Airports on the Runway Incursion Top Twenty list. (Training/Awareness/Education)	Visit selected airports on top 20 list	Ongoing	SJU and FXE visited in FY2000.	Southern Region Runway Incursion Action Team
ASO-00-21*	Regional Administrator transmits Runway Incursion Action Team's Surface Incident Prevention Plans via letter directly to Airport Managers which highlights the importance of these documents and ensuring senior airport management is informed. (Training/Awareness/Education)	Reports transmitted to Airport Managers	Ongoing	Pending outcome of RIATS and end results.	Southern Region Runway Incursion Action Team – Anna Cohen (404) 305-5558

* Note: These activities have been initiated by Southern Region with no policy or regulatory requirements.

II. CURRENT INITIATIVES (CONT'D)

CONTROL NUMBER.	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE
<i>SOUTHERN REGION UNIQUE INITIATIVES</i>					
ASO-00-22*	Develop runway safety related materials for wide distribution (e.g., placards, posters, etc.) (Training/Awareness/Education)	Development of vehicle placards, and safety posters; distributed to airport users, ATC Towers, and airport operators.	03/30/00	Completed March 2000, materials being distributed continuously.	Southern Region Airports Division
ASO-00-23*	Conduct annual conference for Directors of all Southern Region airports, with emphasis on runway incursion prevention. (Training/Awareness/Education)	Annual conference every January	Ongoing	Conference conducted January 2000.	Regional Administrator
ASO-00-24*	Conduct annual conference for 14 CFR Part 139 airport operators, with heavy emphasis on runway incursion prevention. (Airport Operations/Training)	Annual conference every October	Ongoing	Conference scheduled October 2000.	Airports
ASO-00-25*	Encourage airport owners to use wide information distribution sources (such as the internet) to highlight specific locations for runway safety concerns on airfield diagrams. Disseminate developed product information to other airport owners. (Technology)	Product developed (Web Site) at Dekalb-Peachtree Airport (PDK) Information showcased at user meetings, Southern Region Runway Safety Summit, and the ATP-20 newsletter	Ongoing	PDK has developed a web-site which was showcased at the Southern Region Runway Safety Summit, in the ATP-20 newsletter, and at all Runway Incursion Action Team meetings.	Southern Region Runway Incursion Action Team
ASO-00-26*	Provide personnel resources for industry meetings, conferences, fly-ins, and other events regarding runway incursion prevention. (Training/Awareness/Education)	Participation in NBAA meeting 10/99 Participation at Sun 'N Fun 4/00	Ongoing	Southern Region provided support at NBAA and Sun 'N Fun in 2000.	Southern Region Runway Incursion Action Team

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II. CURRENT INITIATIVES (CONT'D)

CONTROL NUMBER.	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE
<i>ONGOING INITIATIVES REQUIRED BY FAA POLICY OR REGULATION</i>					
ASO-99-01	Coordinate flight instructor revalidation courses to provide additional emphasis and materials for dealing with Runway Incursion education. (Training/Awareness/Education)	Additional emphasis & materials provided	Ongoing	Under development.	Flight Standards
ASO-99-02	Intensify remediation or counseling for airmen involved in Runway Incursions. (Training/Awareness/Education)	Remediation/counseling provided	Ongoing	Emphasized under the Runway Incursion Evaluation Program (RIEP).	Flight Standards
ASO-99-03	Reemphasize signage, phraseology, clearances, towered airport procedures, and cockpit resource management in safety seminars. (Training/Awareness/Education)	Additional emphasis provided	Ongoing	Ongoing – included in all Safety Seminars.	Flight Standards
ASO-99-04	Furnish runway safety materials to fixed base operators at towered airports. (Training/Awareness/Education)	Materials provided at towered airports	8/31/00	Materials distributed at all RIAT meetings – ongoing.	Flight Standards
ASO-99-05	Reemphasize towered airport operations during surveillance of CFR Part 135 training programs and pilots. (Training/Awareness/Education)	Additional emphasis provided in surveillance activities	Ongoing	Ongoing.	Flight Standards
ASO-99-06	Provide runway safety materials for distribution at CFR Part 142 facilities. (Training/Awareness/Education)	Materials provided to all facilities	8/31/00	Distributed at RIAT meetings in CY2000.	Flight Standards
ASO-99-07	Review company communication and checklist procedures utilized during taxi. Ensure procedures are in place to increase vigilance, especially during the hours of darkness. (Training/Awareness/Education)	Reviews complete Procedures in place	Ongoing	Under development.	Flight Standards

II. CURRENT INITIATIVES (CONT'D)

CONTROL NUMBER	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE
<i>ONGOING INITIATIVES REQUIRED BY FAA POLICY OR REGULATION (CONTINUED)</i>					
ASO-99-08	Conduct special emphasis enroute inspections of assigned air carrier certificates, with focus on evaluating the adequacy of and adherence to a carrier's published cockpit procedures. (Training/Awareness/Education)	All special emphasis inspections completed	8/31/00	Completed and ongoing.	Flight Standards
ASO-99-09	Interview and record information from airmen involved with Runway Incursion's/Surface Incident's and share with other FAA organizations (Airports & Air Traffic). (Procedural Changes)	Actions completed & information shared	Per occurrence	Interviews conducted under the auspices of RIEP. This data is shared with Airports and Air Traffic.	Flight Standards
ASO-99-10	During FAA Regional Runway Incursion Action Team (RIAT) meetings, define and emphasize issues that need to be addressed, and develop post evaluation Surface Incident Prevention Plan. (Procedural Changes)	Plan complete	As needed -based on runway safety activity	Plans completed at selected airports in Southern Region during CY2000 (ATL, SJU, PDK, FXE, CVG, DAB, PBI)	Air Traffic
ASO-99-11	Heighten awareness of runway incursion issues and enhance airport surface safety through: - dissemination of runway incursion data and surface related information to Airport Traffic Control Towers - increased communication with Airport Traffic Control Towers - increased internal coordination among FAA regional elements. (Procedural Changes)	Data provided each Airport Traffic Control Tower Participation in 100% of Runway Safety Telcons Coordinate with all involved offices	Weekly	Southern Region has participated in all Runway Safety Teleconferences in CY2000. The Runway Safety Lines of Business (Airports, Air Traffic, Flight Standards) meet weekly about runway safety issues. Air Traffic has conducted special runway safety telcons in CY2000.	Air Traffic
ASO-99-12	Each Airport Traffic Control Tower conduct Surface Incident Prevention Team evaluation and develop post-evaluation Surface Incident Prevention Plan (SIPP). (Procedural Changes)	Evaluation conducted and plan documented in writing	Annually	All Southern Region Air Traffic Control towers have completed SIPP's as of 9/1/00.	Air Traffic

II. CURRENT INITIATIVES (CONT'D)

CONTROL NUMBER.	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE
<i>ONGOING INITIATIVES REQUIRED BY FAA POLICY OR REGULATION (CONTINUED)</i>					
ASO-99-13	Each Airport Traffic Control Tower notify airport management of all surface incidents by the close of business the next administrative day. (Procedural Changes)	FAA Air Traffic Runway Safety Program Order revised to include requirement	5/16/00	Ongoing and being reviewed by Air Traffic Division for compliance.	Air Traffic
ASO-99-14	Each Airport Traffic Control Tower conduct user awareness meetings and tape reviews if the airport is in the top 20 Runway Incursion Airports. (Procedural Changes)	Meetings conducted at 100% of Top-20 Runway Incursion Airports	Monthly	Meetings conducted at CVG, FXE, SRQ, and RDU.	Air Traffic
ASO-99-15	Each Airport Traffic Control Tower conducts user awareness meetings. (Procedural Changes)	Meetings conducted at 100% of towered airports	Annually - March/April	Meetings conducted at ALL FAA towers in ASO in 3-4/00.	Air Traffic
ASO-99-16	During 14 CFR Part 139 safety inspections identify and discuss incursion potential and ways to reduce that potential. (Training/Awareness/Education)	Occurs at 100% of inspections	At 14 CFR Part 139 inspections	Included in ALL 14 CFR Part 139 inspections during FY2000.	Airports
ASO-99-17	Review FAA approved airport sign plans to ensure compliance with FAA standards, and make recommendations. (Procedural Changes)	Procedures in place in 100% of inspections	At periodic inspections	Reviewed by Airports Division for all 14 CFR Part 139 airports and corrected as necessary.	Airports
ASO-99-18	Make additional recommendations to airport sponsors on ways to enhance airfield driver training, and to prevent inadvertent entry of the public as needed. (Training/Awareness/Education)	Procedures in place in 100% of inspections	At periodic Inspections	Included in all 14 CFR Part 139 inspections and all regional RIAT meetings.	Airports
ASO-99-19	Investigate vehicle and pedestrian incidents. Based on evidence found, take additional steps as required to reduce incursion potential. (Procedural-Regulatory)	Necessary steps taken in 100% of investigations	Per occurrence	All vehicle and pedestrian incidents to date have been investigated, corrective measures, actions and recommendations made.	Airports

II. CURRENT INITIATIVES (CONT'D)

CONTROL NUMBER.	FAA SOUTHERN REGION INITIATIVES	MEASUREMENT	BY WHEN:	STATUS	FAA ORGANIZATION RESPONSIBLE
<i>ONGOING INITIATIVES REQUIRED BY FAA POLICY OR REGULATION (CONTINUED)</i>					
ASO-99-20	Promote airport operator and user awareness through presentations at Airport Conferences. (Training/Education/Awareness)	Presentations made at all Airport Conferences	Per occurrence	Presentation made at January 2000 conference and scheduled for October 2000 conference.	Airports
ASO-99-21	Work internally to further promote Runway Incursion prevention during airport project safety planning and facility design. (Training/Awareness/Education)	Runway Incursion prevention guidance distributed to Airports District Offices	Ongoing	Completed.	Airports
ASO-99-22	Work in partnership with individual airport operators to identify potential runway incursion areas in existing layouts and work toward corrective action. (Airfield Marking/Signage/Lighting)	Areas identified - Actions initiated	At Airport Joint Planning Conferences	Completed for selected airports.	Airports
ASO-99-23	Identify types of vehicle operations crossing runways and determine if there is some other option available. (Airport Operations)	Data collected via survey of FAA ATCT's – data disseminated via ATCT's and ADO's	3/15/00	Data collection completed 3/1/00 and disseminated to all ATCT's and ADO's.	Airports
ASO-99-24	Review 14 CFR Part 139 airports driver's training programs and make recommendations. (Procedural-Regulatory)	Annual review	Ongoing	All 14 CFR Part 139 driver's training programs are reviewed annually.	Airports

III. NATIONAL RECOMMENDATIONS.

ITEMS IDENTIFIED AT WORKSHOP THAT REQUIRE NATIONAL ATTENTION:

1. Revise FAR Part 61 to include Runway Incursion training in biennial flight check and initial pilot certification. **(Training/Education/Awareness)**
2. Revise the NOTAM system to give Runway Incursion information/dissemination top priority. **(Procedural Changes/Technology)**
3. Reemphasize “Operation Raincheck” through funding and personnel resource allocations. **(Training/Education/Awareness)**
4. Amend 14 CFR Part 139 to allow enforcement of ground vehicle procedures at all towered airports. **(Procedural Changes)**
5. Appropriate funds for all towered airports for supplemental runway incursion prevention facilities/equipment. Emphasize research and development of technologies that reduce radio frequency congestion and blocked transmissions. **(Technology)**
6. Expand Surface Movement Guidance Control System (SMGCS) lighting standards to include all airports. **(Procedural Changes)**
7. Emphasize research and development, and evaluation of alternative organization’s use of airfield lighting technologies to include:
 - 1) Alternating color-coded taxiway lighting approaching the hold bars.
 - 2) Runway crossing signal lights (SMGCS)
 - 3) Standard taxi route color specific lighting.**(Technology)**
8. Re-evaluate plain (normal) language verbiage on airfield signage to include such terms as “stop, runway, do not enter, contact ATCT for authorization”. **(Airfield Signage/Marking/Lighting)**
9. Require runway guard lights at all runway/taxiway intersections to heighten awareness of the holdbar. **(Airfield Signage/Marking/Lighting)**
10. Expand and modify the Limited Relief Initiatives embodied in the Flight Standards Service Runway Incursion Information and Evaluation Program to include the original FAA/Industry agreements, and to provide a non-punitive approach to reporting. Include air traffic controllers and vehicle operators in the expanded program. **(Procedural Changes)**
11. Add requirement for additional signage at all taxiway intersections so as to allow full visibility of directional signs by both pilots in a dual cockpit configuration. **(Airfield Signage/Marking/Lighting)**
12. Develop one FAA web site where training material for all lines of business may be available. Additionally, update training material every other year to ensure information does not become dull/routine. **(Training/Education/Awareness)**
13. Allocate resources for teamwork training for Air Traffic Controllers (Air Traffic Teamwork Enhancement). **(Training/Education/Awareness)**